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EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

Executive Registry

82-12807

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MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM:

JOSEPH R. WRIGHT, JR.

DEPUTY DIRECTOR

SUBJECT:

Use of Government Araining and Conference Facilities

The campaign against waste in government continues to be a top priority of the Administration. Reform '88 is geared towards assisting us all in that effort -- but there are steps we can take in the short term. An obvious area with potential for savings is the use of training and conference facilities by executive agency personnel.

There are many government owned and operated training and conference facilities, particularly in the Washington, D.C., metropolitan area. These facilities, listed in the attachment for your convenience, usually are made available to other agencies at no cost or for a modest fee. You should take the necessary steps to assure that these government facilities are used whenever possible. Commercial, more expensive, facilities should be used only in those situations where a government facility is not available or can not meet reasonable requirements of the particular event.

I hope this is helpful to you and would appreciate your cooperation and attention to this area of savings in support of the President's cost reduction objectives.

Attachment

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